



GENERAL CONTRACTOR REGISTRATION APPLICATION

For Criteria of application for ANY registration, refer to Columbus Building Code Chapter 4114.

PART I: APPLICANT INFORMATION

Application Date _____

I, the undersigned hereby apply for a General Contractor Registration, in the City of Columbus, Ohio, and for that purpose give the following information and answers to ALL of the questions contained in this application:

Name _____ Date of Birth _____ Social Security # _____

Home Address _____ City/State/Zip _____

Home Telephone _____ Business Telephone _____

Have you ever been summoned before any City of Columbus Contractor Board of Review for any type of violation hearing? ☐ Yes ☐ No

If YES, Which Board? _____ Date _____ Board Decision _____

Have you ever pled guilty or been found guilty of any offense other than non-moving traffic violations? ☐ Yes ☐ No

If YES, Please list below

| OFFENSE | DATE OF ARREST OR CITATION | PLACE (CITY AND STATE) |
|---------|----------------------------|------------------------|
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PART II: BUSINESS/COMPANY INFORMATION

Business Name _____ Fed ID# _____

Business Mailing Address _____ City/State/Zip _____

Business Email Address _____ Telephone _____

Business Type (Check One)

☐ Individual Only ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Other (specify) _____

Applicant's Position with Business/Company _____
(President, Vice-President, Partner, Sole-Owner, Employee, etc.)

How long has the Applicant been in this position? From _____ To _____



PART III: STATEMENT BY APPLICANT

I hereby certify that, to the best of my knowledge and belief, all statements made herein or attached are complete and accurate. I understand that any false statements later disclosed will cause loss of my right of registration, and may subject me to prosecution under Ohio Revised Code Section 2921.13.

Date _____ Signature of Certificate Holder _____

SWORN to before me and subscribed in my presence this _____ day of _____, in the year _____

Notary Public _____ My Commission Expires _____

Notary Seal Here

OFFICIAL USE ONLY

ISSUE DATE OF REGISTRATION _____ REGISTRATION # _____

BY (LICENSE SECTION) _____ DATE _____

Remarks:



GENERAL INFORMATION FOR CONTRACTOR REGISTRATION

Section 4114 of the Columbus Code requires the following be presented in order to secure a General Contractor Registration:

1. A General Contractor registration application completed and notarized.
2. **A bond in the amount of \$15,000.** YOU MUST USE THE ENCLOSED BOND FORM. (For more information, see Bond Information Sheet.)
3. **Evidence of "liability insurance"** written by an insurance company licensed to do business in the State of Ohio with the limits of liability no less than one hundred thousand dollars (\$100,000) for damages to a single person, and three hundred thousand dollars (\$300,000) for one (1) occurrence.
4. **Evidence of "Workers' Compensation"** with the State of Ohio for the registration holder, or the assigned company, and employees engaged or to be engaged in the work covered by such registration.
Evidence must be a copy of your current Workers' Compensation Certificate of Coverage. Please contact The State of Ohio Bureau of Workers' Compensation at 1-800-644-6292 for additional information about this certificate.
5. **Assignment of Registration.** If you wish to assign your registration to a business concern, we must have a current assignment form on file. In accordance with C.C. 4114, when an assignment is made, all documents are to be completed in the name of the business.
When completing the assignment form, you must provide a list of no more than six (6) full time officers and/or employees of the business, including yourself. These individuals are required to sign the assignment form. Only persons whose signatures appear on the assignment form are authorized to sign permit applications.
6. **Social Security Number.** You must provide your social security number. If you are assigning your registration to a business concern, you must also furnish the **Federal Taxpayer ID Number** of that business concern. Paperwork that has omitted either of these pieces of identification will be returned without being processed.
7. Registration fee is \$350.00 and payment may be made in person or by mail to:
Contractor License Renewal (Checks payable to "Columbus - City Treasurer")
City of Columbus
Building Services Division
757 Carolyn Avenue
Columbus, Ohio 43224

MINIMUM PROCESSING TIME FOR SUBMITTED DOCUMENTS IS 10 BUSINESS DAYS!

If additional information is needed, please call the contractor license message center at **(614) 645-6083**. **This is a voice mailbox.**
Please leave your name, number, and a brief message. One of our customer service representatives will return your call.
Forms and other information can be found at our website at td.ci.columbus.oh.us

COLUMBUS BUILDING CODE 4114.904 APPLICATION FOR AND ISSUANCE OF A GENERAL CONTRACTOR REGISTRATION

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| <p>(A) Any person desiring to be a registered general contractor shall apply to the department for such registration on a form prescribed therefor, together with the nonrefundable general contractor registration fee as required by the fee schedule.</p> <p>(B) The applicant for a general contractor registration shall meet the following requirements:</p> <p>(1) Be not less than eighteen (18) years of age; and</p> <p>(2) Be a United States citizen.</p> <p>(C) An application for registration as a general contractor shall be confirmed and signed under oath by the applicant. The application shall contain the following information:</p> <p>(1) Name of the applicant;</p> <p>(2) Name of business entity to be registered by the applicant;</p> <p>(3) Date of birth;</p> <p>(4) Current residence and business addresses of the applicant;</p> <p>(5) Current residence and business telephone numbers of the applicant;</p> <p>(6) Dates of previous general contractor registrations with the department, if any;</p> <p>(7) Other information deemed necessary by the department.</p> <p>(E) The department's building services division's licensing section shall review and process the application for a general contractor registration.</p> | <p>(F) Only upon the submission of a complete application for a general contractor registration, shall the department issue to such applicant a general contractor registration.</p> <p>(G) The continued validity or renewal of a general contractor registration is dependent upon the proof of and continued maintenance of all the following:</p> <p>(1) Proof of current and valid liability insurance; and</p> <p>(2) The required city bond; and</p> <p>(3) Proof of current and valid state of Ohio workers compensation coverage; and</p> <p>(4) Proof of an account in good standing with the city income tax division.</p> <p>(H) The current policies and procedures of the department already established and used for the issuance of a building permit for work in, or on, a building, structure or site governed by the OBC and the construction of new One (1), Two (2) and Three (3) Family Dwellings shall continue to be enforced until December 31, 2002. Thereafter, the requirement for general contractor registration before the issuance of a building permit for these types of general construction as herein described shall become effective with the opening of the department's business on January 2, 2003. The license section of the Department shall begin accepting applications for general contractor registrations with the opening of the department's business on September 3, 2002, and such registrations shall be valid for an initial period of at least 12 months but not more than 18 months.</p> |
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